



Illinois Department of Corrections

Administrative Directive

Number: 01.07.926	Title: Release Violation Hearings in Absentia	Effective: 8/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.07.926 effective 8/1/2000

Authority: 730 ILCS 5/3-3-9	Related ACA Standards: 5-ACI-1E-01 – 03, 5-ACI-1F-01, 02, 06, 08, 5-ACI-5A-01 and 02, 5-ACI-5F-05
Referenced Policies: 01.07.230	Referenced Forms: DOC 0104 - Parole or Mandatory Supervised Release Agreement

I. POLICY

The Prisoner Review Board at its discretion may conduct hearings regarding parole or mandatory supervised release violations without the releasee being in physical custody of the Department of Corrections.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for Field Service Representatives on the disposition of results of Prisoner Review Board hearings in absentia.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Releasees specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

Upon receipt of the results of the Prisoner Review Board (PRB) violation hearing in absentia, the Field Service Representative shall obtain from the facility Record Office the recomputed release date and discharge date of the releasee.

1. If the releasee in custody's supervision term has expired:
 - a. The releasee in custody shall be discharged according to established procedures:
 - (1) For a custodial facility other than the Cook County Jail, a letter requesting the removal of the warrant shall be forwarded to the holding authority. The letter shall be sent certified with a return receipt requested.

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- (2) When the Cook County Jail is the custodial authority, a letter requesting the removal of the warrant shall be faxed to the parole agent at the Cook County Jail. Department staff sending the request shall confirm receipt of the fax with telephone follow-up. The fax confirmation sheet which is printed upon successful completion of the fax shall be attached to the master file copy of the letter requesting removal of the warrant.
 - b. A copy of the letter to the holding authority and a copy of the PRB Order shall be sent to the appropriate Parole Supervisor, the agent handling the fugitive case and the Chief Record Officer.
2. If the releasee's parole or mandatory supervised release has been revoked and the sentence has not been discharged, the master file shall remain under warrant status.
3. If the releasee is found to be in violation of his or her parole or mandatory supervised release and an order to resume parole has been entered but the release date is not within 30 days prior to release, the Field Service Representative shall:
 - a. Prepare and send a letter to the holding authority explaining the releasee's current status and request the removal of the warrant as follows:
 - (1) For a custodial facility other than the Cook County Jail, the letter shall be sent certified with a return receipt requested.
 - (2) When the Cook County Jail is the custodial authority, the letter shall be faxed to the parole agent at the Cook County Jail. Department staff sending the request shall confirm receipt of the fax with telephone follow-up. The fax confirmation sheet which is printed upon successful completion of the fax shall be attached to the master file copy of the letter requesting removal of the warrant.
 - b. Send a copy of the PRB Order and the letter to the holding authority to the appropriate Parole Supervisor, the agent handling the fugitive case and the Chief Record Officer.
 - c. Notify the Data Input Operator to change the releasee's release status to an institutional status as designated by the institution Record Office.
 - d. Assure the warrant is executed on the computer.
 - e. Process the release of the releasee in accordance with Administrative Directive 01.07.230.
4. If the releasee is to be released immediately to supervision status, the Field Service Representative shall:
 - a. Prepare and send a letter to the holding authority explaining the releasee's current status and request the removal of the warrant as follows:
 - (1) For a custodial authority other than the Cook County Jail, the letter shall be sent certified with a return receipt requested.

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- b. If the releasee is currently in the custody of another state or federal institution, assign the case to the Interstate Compact Unit.
 - c. If the releasee is not in custody or is in the custody of an authority other than a state or federal institution, contact the Parole Supervisor for assignment.
 - d. Ensure the Data Input Operator is given the releasee's new release date, revised discharge date, warrant execution date and the name and number of the assigned parole office.
 - e. Send copies of the PRB Order, letter to the holding authority and file material to the assigned parole office.
 - f. Send a copy of the PRB Order and the letter to the holding authority to the Parole Supervisor, the agent handling the fugitive case and the Chief Record Officer.
 - g. Send a copy of the PRB Order and the letter to the holding authority to the Parole Supervisor who reported the violation if different than the new supervising district to indicate that interest in the case may now be closed.
 - h. Advise the Parole Supervisor to have the releasee sign a new Parole or Mandatory Supervised Release Agreement, DOC 0104.
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